



Microsoft Excel Formulas

Two-Day Course

Windows and Macintosh

Course Overview:

Now that you have been working with the advanced features in Microsoft Excel, you are ready to take your skills to the next level. Please note that you should know how to use the commands shown in the DPA Excel Intermediate and Advanced course before attending this course. This course will focus especially on Excel formulas and functions and how to create an efficient and well designed spreadsheet.

Course Content:

Create a Well Designed Spreadsheet

- Create efficient formulas using formula operators, order of precedence, relative, absolute and mixed cell references.
- Use range name in formulas.
- Combine the Conditional Formatting command with the ISBLANK AND ISERROR functions.

Logical Functions

- Nest or combine the AND and OR function in the IF function.

Text Functions

- Convert the case of text from lowercase to uppercase or proper case, join several strings of text from two or more cells and extract data from a cell. Also, use the Text to Columns command to separate data into multiple columns.

Date and Time Functions

- Subtract dates using the DATEDIF function and calculate the difference between two times. Also learn how to use the YEAR, MONTH and DAY functions and quickly generate many different date series.

Statistical Functions

Learn when to use the AVERAGEA and COUNTA function.

- In Excel 2007, use the new COUNTIFS function.

Lookup and Reference Functions

- Learn when to use the VLOOKUP, HLOOKUP, CHOOSE, LOOKUP, MATCH and OFFSET function to look up the data.

Database Functions

- Use the database functions to extract information from your database without rearranging the data. For example use, DSUM, DAVERAGE, DCOUNT, DMAX and DMIN.

Math & Trig Functions

- Learn when to use the ROUND, ROUNDUP, ROUNDDOWN, CEILING or FLOOR function.
- In Excel 2007, use the new SUMIFS function.

Financial Functions

- Use the PMT function to calculate the payment of a loan.

Data Tables

- Learn how to use data tables to test different input values without having to retype or copy the formula for each value.

Data Validation

- Restrict the data that may be entered into a cell by combining the Data Validation command with formulas.

Pivot Tables

- Add your own calculated fields to the pivot table and use a dynamic range and that will expand or collapse as required with a pivot table.

Array Functions

- Use array functions to ensure consistency in your formulas, For example, use the SUMPRODUCT function in an array.

What If Analysis (If time Permits)

- Learn how to use the Goal Seek and Scenario command.